

DETENTION OFFICER CERTIFICATION COURSE
REVISION COMMITTEE MEETING
North Carolina Justice Academy
Salemberg, NC
Council Room
November 1, 2017 @ 9:00 a.m.

Ms. Amanda Stephenson called the meeting to order at 9:10 a.m. and welcomed members and guests in attendance. Mr. Gary Dudley addressed the committee, announcing his retirement and appreciation for the members' hard work and dedication to the Detention Officer Certification Course materials. Member and guest introductions were held followed by Janet Dunn conducting a formal roll call.

Members Present

Milton Drew
Michael Murphy
Alicia McKinney
Greg Parker
Sammy Turner
Aaron Vassey
Thomas Whitmore
James Gerrell
William Flint

Members Absent

Dave Castelow
Wayne Jones
Juan Delgado

Staff Present

Autumn Hanna, Sheriffs' Standards Division
Lauren Earnhardt, NC Department of Justice
Amanda Stephenson, NC Justice Academy
Janet Dunn, NC Justice Academy
Trevor Allen, NC Justice Academy

Guests

Doug Haste, New Hanover Co. Sheriff's Office
Janice Carmichael, NC Department of Public Safety, Department of Public Safety, Office of Victim Services
Kim Banko, NC Department of Public Safety, Department of Public Safety, Office of Victim Services

Approval of Previous Meeting Minutes

Members were afforded an opportunity to review the previous meeting minutes (May 31, 2017). Greg Parker made the **motion** to accept the previous minutes as written. Thomas Whitmore **seconded**.
Motion carried.

DOCC Revisions

Proposed DOCC curriculum revisions were mailed to all members for review prior to the November meeting.

Contraband Searches

The lesson plan with the proposed revisions was included on the disc previously sent to the members for review prior to the meeting. Addition included information from the general statutes that goes into effect December 1, 2017 regarding drones being used to deliver contraband into the facilities. Ms. Stephenson asked for comments/suggestions.

Aaron Vassey made a **motion** to accept the revisions to the curriculum as presented. Thomas Whitmore **seconded. Motion carried.**

Processing Inmates

The lesson plan with the proposed revisions was included on the disc previously sent to the members for review prior to the meeting. Ms. Stephenson asked for comments/suggestions.

Ms. Stephenson asked for the committee members' input as to if they felt the information regarding NCSAVAN being added to this block of instruction should to be (1) included under the discussion of release procedures or (2) have its own training objective. Members felt it should be included as its own training objective. Therefore, a section was added to this lesson plan to discuss the NCSAVAN program overseen by the Department of Public Safety, Victim Services Unit. Ms. Stephenson asked members if there were any questions concerning the information being added for NCSAVAN since Ms. Carmichael and Ms. Banko from the Victims Services Unit that oversees the program are present to address them.

Milton Drew made a **motion** to accept the lesson plan revisions as presented and discussed. Thomas Whitmore **seconded. Motion carried.**

The handouts were also revised; removing of the large gang handout and replacing it with more up-to-date information. Two handouts were included on the members' discs for consideration; (1) NC State Highway Patrol GangNet and (2) demographics. PPT slides from Department of Public Safety PowerPoint presentation for their corrections officers program were also for consideration in being added to the current PowerPoint presentation for Processing Inmates. Members agreed that both handouts should be included as well as the PPT slides. Noted was a typographical error on the Hispanic Security Threat Groups slide; Nortenos is listed as 13 and it should be 14.

Greg Parker made a **motion** to accept the additional handouts as presented as well as the PPT slides, to include the correction of Nortenos 13 to Nortenos 14. Thomas Whitmore **seconded. Motion carried.**

Rules and Regulations

The lesson plan with the proposed revisions was included on the disc previously sent to the members for review prior to the meeting. Section "A." was added to the material to meet the requirements of Training Objective #1. The information included is a direct quote from the Department of Health and Human Services website. Ms. Stephenson asked for comments/suggestions.

Alicia McKinney made a **motion** to accept the revisions to the curriculum as noted. Greg Parker **seconded. Motion carried.**

Patrol and Security Functions in the Jail

The lesson plan with the proposed revisions was included on the disc previously sent to the members for review prior to the meeting. The "preventive patrol" definition was reworded for clarification. Ms. Stephenson asked for comments/suggestions.

Aaron Vassey made a **motion** to accept the revisions to the curriculum as noted. William Flint **seconded. Motion carried.**

Stress

The lesson plan with the proposed revisions was included on the disc previously sent to the members for review prior to the meeting. As was discussed during the May 31, 2017 meeting, the material was to be reorganized for clarity. Training objectives were rearranged, removed “behavioral stress” and replaced with “Eustress (good)/Distress (bad),” and added a training objective to cover material that was contained within the lesson plan and deemed relevant. The addition of the new training objective does not affect the course hours since the material was already included in the lesson plan. Ms. Stephenson asked for comments/suggestions.

Members’ suggestions/comments:

- Page 1: Change training objective #5 “one’s” to “an officer’s”
- Page 7: Remove the title “Origins of Stress”
- Page 9: Spell out acronym PTSD and COs; placing in brackets since this is quoted material
- Page 10: Replace “Good Stress/Bad Stress” with Eustress and Distress to match the training objective; Eustress (good)/Distress (bad)
- Pages 15 & 17: Switch “D” and “E” so that they fall in line with the training objectives

Michael Murphy made a **motion** to accept the revisions to the curriculum as noted and discussed. Alicia McKinney **seconded. Motion carried.**

Aspects of Mental Illness

The lesson plan with the proposed revisions was included on the disc previously sent to the members for review prior to the meeting. Changed the language of “Organic Disorders” to “Neurocognitive Disorders;” updated material and source. Ms. Stephenson asked for comments/suggestions.

Milton Drew made a **motion** to accept the revisions to the curriculum as presented. Sammy Turner **seconded. Motion carried.**

Transportation

The only change to this block was to the handouts. AOC forms were updated and included on the disc previously sent to the members for review prior to the meeting. Ms. Stephenson asked for comments/suggestions.

Thomas Whitmore made a **motion** to accept the revisions to the curriculum handouts as presented. Sammy Turner **seconded. Motion carried.**

Fire Emergencies

The lesson plan with the proposed revisions was included on the disc previously sent to the members for review prior to the meeting. The material used for this block is the same material that is used for the Explosives and Hazardous Materials block; reworded training objective #5, removing “international” and wording to identify “three (3)” symbols since there are 5 listed within the lesson plan. Revisions to the material updated information and sources. Ms. Stephenson asked for comments/suggestions.

Sammy Turner made a **motion** to accept the revisions to the curriculum as presented. Aaron Vassey **seconded. Motion carried.**

Notetaking and Report Writing

The lesson plan with the proposed revisions was included on the disc previously sent to the members for review prior to the meeting. Ms. Stephenson asked for comments/suggestions.

Sammy Turner made a **motion** to accept the revisions to the curriculum as presented. Thomas Whitmore **seconded. Motion carried.**

Comments

Janice Carmichael and Kim Banko from Office of Victim Services addressed the committee, offering assistance and availability if there was ever a need for them to speak with staff, attend meetings, etc. They thanked the committee for their efforts in adding the NCSAVAN information into the curriculum.

Meetings

2018 future meeting dates established are as follows and will be held at the North Carolina Justice Academy, Salemburg campus, starting at 9:00 a.m.:

- March 8, 2018
- June 4, 2018
- October 29, 2018

Greg Parker made a **motion** to adjourn. Milton Drew **seconded. Motion carried.** Meeting adjourned at 10:14 a.m.

Respectfully submitted:

Janet Dunn
North Carolina Justice Academy

Date:

November 21, 2017